

How do I send a page to another instructor?

As an instructor, you can share individual pages in your course with other instructors at your institution. You can also [copy an individual page into another course](#). When you share a page, any assets within that page (images, files, etc.) will be included in the shared file.

Notes:

- To share course content, you must have the Course Content - add / edit / delete permission enabled.
- Shared content does not count against course or user quotas.
- You can use the Send to feature to send course content to yourself.

Open Pages

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In Course Navigation, click the **Pages** link.

View All Pages

[View All Pages](#)

Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Open Page Options

[Open Page Options](#)

Locate the page you wish to send to a user, then click the page **Options** icon [1]. Select the **Send to...** option [2].

Select Recipient

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To send your page to another instructor, click or type in the **Send to** field [1]. Then click the name of the instructor to receive your page [2].

Note: You can send the page to multiple instructors at one time.

View Recipients

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You can view all selected recipients in the **Send to** field [1]. To remove a recipient, click the **Remove** icon [2].

Note: To share the page to yourself, add your name to the Send to field.

Send Page

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Click the **Send** button.

View Sent Notification

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Canvas displays a notification when content sends successfully.

View Shared Content

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When an instructor receives shared content, a badge displays on the users's Account icon [1] and in the Shared Content link [2].

Learn how to [manage received content](#).

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